



CITY OF SEATTLE

Postsecondary Attainment Policy & Program Advisor

SALARY:	\$39.40 - \$59.12 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Department of Education and Early Learning
BARGAINING UNIT:	Not represented
CLOSING DATE:	07/26/16 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Department of Education and Early Learning (DEEL)'s mission is to ensure that all Seattle children have the greatest opportunity to succeed in school and in life and to graduate from school ready for college and a career. Currently, DEEL works to achieve this mission by administering the Seattle Preschool Program and the Families and Education Levy, and acts as the City's liaison with Seattle Public Schools. As a representative of the Mayor and City Council, DEEL invests in student outcomes and measures performance by tracking specific academic outcomes and indicators. DEEL develops and administers performance contracts and agreements for services, oversees contract implementation, monitors progress towards achieving outcomes and provides support, guidance and direction to grantees as necessary. DEEL is a data-driven organization that practices ongoing quality improvement based on results.

Building on this PreK-12 work, the City of Seattle, with DEEL as the lead department, is moving to support Seattle Public School graduates as they enter various postsecondary opportunities, including credentialing programs, vocational training, and/or colleges and universities.

DEEL seeks a Postsecondary Attainment Policy and Program Advisor to provide leadership in all areas related to the City's postsecondary access and attainment strategies through data and policy analysis, strategy/partnership development and program implementation. This position will lead the City of Seattle and its partners in significantly increasing postsecondary attainment rates for graduates of Seattle Public Schools, with a specific focus on closing the opportunity gap. Toward that end, this position will also support the Mayor's Education Advisory Group's development of recommendations to achieve the Mayor's vision and goals related to postsecondary attainment.

JOB RESPONSIBILITIES:

- Leads policy and program development for the City of Seattle's postsecondary attainment strategies, both within DEEL and across other City departments.
- Builds capacity and provides leadership in the area of postsecondary access and attainment with a focus on student groups that comprise the opportunity gap for the purpose of supporting strategies aligned with the City's postsecondary attainment goal.
- Convenes, facilitates and/or participates in meetings for the purpose of gathering information regarding promising practices, strategies and goals, in order to build local capacity and scale proven strategies.

- Working across sectors, collaborates with others (e.g. City departments, Seattle Public Schools, local postsecondary institutions, community-based organizations, business sector, philanthropy, etc.) for the purpose of serving as a resource, providing assistance, developing projects, and/or defining key outcomes and milestones that build systems and structures to support postsecondary attainment.
- Develops and maintains internal and external professional relationships for the purpose of guiding and coordinating activities, providing up-to-date and reliable information, and making recommendations that support postsecondary attainment goals.
- Gathers, analyzes and synthesizes data from multiple sources to provide direction, inform discussions, and make decisions regarding the City's postsecondary attainment strategies.
- Prepares written materials (e.g. reports, policy briefs, budget documents, MOUs, contracts, partnership agreements, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

QUALIFICATIONS:

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Bachelor's Degree in Education, Political or Social Sciences, Business Administration, or a related field
- Four years professional experience in K-12 Education, Higher Education, or serving as an education researcher or policy analyst
- A valid driver's license
- Ability to pass a criminal background and education check

DESIRED QUALIFICATIONS:

The most successful candidates will also possess the following:

Education:

- A Master's degree or PhD in Education or Public Administration
- Post-graduate training in education or public administration

Experience:

- Knowledge of evidence-based and promising best practices in postsecondary access and attainment, especially those that support closing the opportunity gap.
- Prior work with schools, colleges and/or community-based organizations and building strong, results-focused partnerships across sectors to accomplish collaborative work and meet common goals.
- Providing leadership, focus, direction and facilitation to multidisciplinary workgroups across organizational lines.
- Acting as a technical expert on postsecondary issues and developing recommendations for senior management on policy options and program direction.
- Communicating to internal and external audiences as an authoritative representative of elected officials or executives on significant issues related to priority programs and services for the purpose of garnering support, shaping opinions, advocating controversial positions and achieving important educational outcomes.
- Excellent oral communication skills, including experience developing and delivering presentations to diverse audiences (e.g. families, students, communities of color, policymakers, elected officials, educators, district administrators, funders and community members)
- Ability to conduct effective outreach in diverse communities.

- Leading projects of increasing scope and complexity that effectively build the capacity of organizations to use evidence, data and research to inform strategy and decision-making
- Managing multiple projects and issues while maintaining excellent customer service.
- Using quantitative and qualitative data to inform policy and program decisions.
- Ability to develop and monitor performance-based contracts.
- Knowledge of postsecondary enrollment, finance, and student support systems.

ADDITIONAL INFORMATION:

This position is classified as a Strategic Advisor 2 - Exempt. Employment is contingent on the verification of credentials and other information required by the application process. This position will require the ability to work a flexible schedule, as attendance at meetings in the evenings or weekends will be required at times. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS

In order to be considered for this position, you must submit your application, cover letter and resume at www.seattle.gov/jobs no later than **4:00 PM Pacific Time on Tuesday, July 26th 2016**. In your cover letter, please address how you meet the qualifications for the job and describe your most relevant work experience. This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions please contact Lindsey King at Lindsey.King@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016- 00996

<http://www.seattle.gov/jobs>
POSTSECONDARY ATTAINMENT POLICY & PROGRAM ADVISOR
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.